INTELLIGENCE COMMUNITY STAFF

7 September 1976   Staff Announcement

APPOINTMENT TO KEY POSITION
DELINEATION OF RESPONSIBILITIES

1.   Effective 30 August 1976, Mr. Richard J. Kerr is
appointed Executive Officer, ICS, vice [   ]   STAT
reassigned. With this assignment there is hereby directed
a delineation of principal duties between the Executive
Officer and the Chief, Support Staff.

2.   Mr. Kerr's principal duties as Executive Officer
will include:

a.   Direct policy support to the D/DCI/IC on
management and substantive matters, insuring proper
coordination and integration of Staff activities.

b.   Review of incoming papers to the IC Staff;
making action assignments within the Staff and
establishing deadlines for responses.

c.   A follow-up and reporting system to insure
Staff responsiveness to assigned actions and to insure
that responses are complete and properly coordinated.

d.   Service as an Approving Officer for the Staff.

e.   Supervision of the Chief, ICS Registry, insur-
ing that the Registry is staffed and responsive to the
needs of the ICS.

3.   [   ] principal duties as Chief, Support Staff,
will include:

a.   Direct policy support to the D/DCI/IC on manage-
ment and administrative matters. This will include the
planning, preparation, coordination, and implementation
of policy and programs in such areas as: personnel,
budgetary and financial management, logistical require-
ments, security, training, and other administrative
matters.

    b.   Service as the focal point for all administrative questions or problems which impinge upon the operation of the IC Staff.

    c.   Service as principal liaison contact for administrative matters with counterparts in the various agencies which compose the Intelligence Community.

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    d.   Service as an Approving Officer for the Staff.

Deputy to the DCI for the
Intelligence Community

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Remarks:

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Ch, ICS Reg	9Sep76

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